

信息资源管理经典文献选读课程简介和教学大纲

课程代码：24122510

课程名称：信息资源管理经典文献选读

课程英文名称：Classics of Information Resources Management

学分：3

周学时：3.0-0.0

面向对象：本科生

预修课程要求：无

一、课程介绍（100-150 字）

（一）中文简介：

在信息社会尤其是大数据时代，信息资源不再是图书情报和档案部门所独有的资源，任何机构或个人都有意无意地生产或需要信息。对信息资源的有效管理和利用，产生的效益难以估量，以信息资源为产品的跨国企业（如美国汤姆森路透、荷兰爱思维尔、中国知网等）的兴起和壮大就是很好的例证。信息技术的快速发展为信息资源管理带来机遇的同时也有挑战。所谓机遇是管理工具和技术的革命为信息管理的现代化和信息资源利用的便利化提供了条件；而信息时代的信息资源管理面临的最基本的挑战，是在重新认识和定义一些传统概念的基础上，掌握新的信息管理方法和思想。为此，上世纪 70 年代以来，陆续出现了一些有影响的系统介绍信息管理基础知识的经典文章。本课程组织了一批这类文章，内容涉及信息管理基本理论、方法和概念，帮助学生认识上世纪 70 年代到本世纪初，由于信息技术快速发展而导致的信息资源管理蓬勃发展时期，国际学术界对于信息资源管理的理论、方法等基础知识的系统认识，了解信息资源管理的发展简史，熟悉信息资源管理相关术语，了解本领域重要学者。本课程将以英语授课，从听说读写四个方面提高学生对专业知识的英语理解能力。

（二）英文简介

In information society, especially the big data era, information resources are no longer resources involved only by library, archives and information sectors. Each organization individual involves in information production intentionally or unintentionally, on the one

hand, and also needs information. Efficient management and utilization of information resources may generate unbelievable benefits, which is why large firms producing information resources like Thomson Reuters of the USA and Elsevier of the Netherlands have kept booming. Since the 70s of last century, information technology has developed rapidly and has brought both chances and challenges to information management. In addition to bringing management convenience, updating traditional concepts and introducing new knowledge had been a major focus, which had resulted in a series of important publications aiming at introducing basic knowledge of information management. Based on some of these publications on basic theories, methodologies and concepts, the current course will help students reconstruct, complement, and strengthen basic knowledge they have learned, understand with the brief history of information management, be familiar with specialty words, terms and expressions in information management. The course will be taught in English so that to exercise students' listening, spoken, reading and writing ability.

二、教学目标

(一)学习目标

巩固信息资源管理基础知识，掌握信息资源管理基本方法与工具，了解信息资源管理的简要发展历程，掌握信息资源管理专业英语词汇和术语，了解信息资源管理领域重要学者及其代表性成果。

(二)可测量结果

- 1) 理解信息资源管理的基本概念及其内涵；
- 2) 掌握信息资源管理基本方法与工具；
- 3) 了解信息资源管理的简要发展历程；
- 4) 了解信息资源管理领域重要学者及其代表性成果；
- 5) 了解信息资源管理基本知识领域有影响力的学者、代表作和主要观点；

6)掌握信息资源管理专业词汇和术语，初步具备阅读信息资源管理英文文献的能力。

三、课程要求

(一) 授课方式与要求

授课方式：教师讲授与学生讨论相结合。教师讲授核心内容，布置课后阅读材料，授课语言为英语；学生讨论主要形式包括主题发言、提问与回答，学生课堂表现决定其平时成绩。

课程要求：熟悉课程基本知识，锻炼逻辑思维和口头书面表达能力，养成团队合作意识，提高英文文献阅读能力，培养对信息资源管理专业的学习兴趣。

(二) 考试评分与建议

期末开卷考试成绩 50%，平时成绩 50%（讨论课表现 35%，考勤 15%）。

四、教学安排

课程内容分五大部分 15 章内容，每周学习一章内容，第十六周复习总结。第一部分由三章构成（Chapters 1-3），主要关注信息定义信息及其范围，涉及内容包括什么是信息、信息管理以及信息职业等；第二部分包括三章内容（Chapters 4-6），主要讨论信息的内容管理，涉及图书馆系统分类、摘要编写、标引与索引等；第三部分由三章构成（Chapters 7-9），主要讨论信息处理问题，涉及信息获取、分析、存储、传播与检索等内容；第四部分由四章构成（Chapters 10-12），专门讨论信息资源的管理问题；第五部分介绍与信息资源管理的相关学科，包括三章内容（Chapters 13-15）。

Chapter 1. What is information?

主要内容：

上世纪 80 年代，随着信息技术的快速发展和知识的不断增长，人们对信息的重要性意识不断增强，对专门研究和认识信息的专业人员的需求也在不断增长。在迈入信息管理之门前，首先必须知道信息的定义及其涉及的范围。本章主要介绍信息的属性、重要术语及其定义。

阅读材料：

Anthony Debons, Esther Horne & Scott Cronenweth (1998). Chapter 1, in: *Information Science: An Integrated View*, G.K. Hall & Co.

思考题:

1. What has made people become more and more aware of the importance of information and the need for professionals to study and understand information?
2. When information is regarded as commodity, is it the same as other commodities? What is so special about it?
3. How does the writer prove that information can be regarded as energy?
4. In what sense is information synonymous with communication?
5. What does the writer mean when he thinks information to be the same as fact? What is the difference between data and fact?

Chapter 2. What is information management?

主要内容:

介绍各种关于信息管理的定义与属性, 信息管理涉及的内容, 信息管理涉及的学科及其学科边界, 信息管理框架, 以及知识创造与信息管理等。

阅读材料:

Jennifer Rowley (1988). Towards a framework for information management, *International Journal of Information Management*, 18 (5): 359-369.

思考题:

1. What does the first definition of information management that is considered useful by the author cover?
2. How does the writer prove that information management is a practice-based discipline that has both technical and behavioral dimensions?
3. How do Cronin and Davenport convince us that information management involves system?
4. What does all the debate illustrate about the nature of information management?

5. Which is not included but implicated Figure 2-2? Which is not mentioned in the text concerning the relationship between knowledge creation and information management?

Chapter 3. The information professional

主要内容:

介绍什么是信息职业，信息职业产生的背景与发展历程，信息职业教育，以及信息职业相关学科等。

阅读材料:

Anthony Debons, Esther Horne & Scott Cronenweth (1988). Chapter 2, in: *Information Science: An Integrated View*, G.K. Hall & Co.

思考题:

1. What is discussed in this chapter concerning information professional according to the considerations mentioned in Paragraph 2?
2. What is required of an information professional career? Who is not considered to be an information professional according the studies in 1972? What is the difference between information professional and other professionals who may also work with data?
3. Which sector does most of the work in educating and training information workers? What is so significant in the development of education of information professionals?
4. Of the total information professionals in the state and local governments of the U.S., how many are classified as managers? How many information professionals do federal agencies employ in libraries?
5. What is so significant of Fritz Machlup in defining information professionals? What knowledge is not included as critical to information work?

Chapter 4. Classification on Library System

主要内容:

介绍图书馆系统分类的重要性, 什么是图书馆系统分类, 各种图书馆系统分类方法以及每种方法的特点等。

阅读材料:

Arthur Maltby (1975). *Sayer's Manual of Classification of Librarians*, 5th Edition, André Deutsch Limited.

思考题:

1. Which arrangement is more important according to the writer when books and other materials are classified in a library?
2. Which of the limitations of subject arrangement does the author emphasize?
3. In what way should the organization be done on the shelves of a library?
4. Why have all libraries adopted relative location rather than fixed location? What is most essential in classifying multi-subject works accurately and precisely?
5. What is essential in most libraries concerning the organization on the shelves of a library

Chapter 5. Abstracts and Abstracting

主要内容:

什么是摘要, 为何要编制摘要, 摘要的必要性, 摘要的类型。

阅读材料:

Charles H. Davis & James E. Rush (1980). *Guide to Information Science*.

思考题:

1. What is the primary objective of abstracts? What are the main types of abstracts described by the author?

2. What factors influence the selection of material from the original document for inclusion in an abstract?
3. What is expected of a computer-based abstracting system to do in the process of abstracting?
4. In order to solve the problems in reading the original document, what is suggested by the writers?
5. What do the authors think about the formatting of computer-produced abstracts?

Chapter 6. Indexing and Vocabulary Control

主要内容:

什么是标引? 为何要进行标引? 标引有哪些类型? 什么是词表管理? 同义词、同形异义词和同音异义词问题等。

阅读材料:

Charles H. Davis & James E. Rush (1980). *Guide to Information Science*, Greenwood Press.

思考题:

1. What is the main purposes of indexing? What are the main types of indexes?
2. What is the way to introduce considerable order into indexing?
3. What are the problems of vocabulary control in indexing?
4. What are authority list, subject heading list, thesaurus? Are the interchangeable? Why?
5. What measures are taken to deal with the situations in which the currency of the information is more important than indexing consistency?

Chapter 7. Information Acquisition and Recording

主要内容:

人类交流方式及其简要发展历程, 书写系统发展简史, 人类早期书写工具, 语音字母表的起源, 早期人类如何进行记录, 纸张的发明等。

阅读材料:

Information Processing and Information Systems, in: *The New Encyclopedia Britannica*, vol. 21, Macropaedia Knowledge in Depth. Chicago: Encyclopedia Briatannica, Inc., c1993, pp615-630.

思考题:

1. What has enabled humans to recognize the objects they see, understand the messages the read or hear, and comprehend the signs received?
2. How did prehistoric humans communicate with each other? What made so necessary the development of writing systems? What characterized the early stage of the gradual development of writing systems?
3. What happened to pictographic language as the conceptual world of humankind became large? Where is the invention of written phonetic alphabet thought to have taken place? What was used by the early man to record human concepts?
4. What is true concerning the recording of non-textual information? In what way have versatile electromagnetic media opened up new possibilities for capturing original nalog information?
5. How to solve the problem of digital representation of non-alphabetic writing systems like Hanzi?

Chapter 8. Information Analysis and Storage

主要内容:

什么是模拟信息、数字信息、以及内容分析，数字信息的存储结构，字母数字信息的内容分析目的等。

阅读材料:

Information Processing and Information Systems, in: *The New Encyclopedia Britannica*, vol. 21, Macropaedia Knowledge in Depth. Chicago: Encyclopedia Briatannica, Inc., c1993, pp615-630.

思考题:

1. Which physical materials constitute the primary repositories of analog-form information as mentioned in the text?
2. What are included in a descriptive catalog?
3. What is most useful access key to analog-form items?
4. What are the aims of content analysis of alphanumeric information?
5. What approaches are used in indexing?

Chapter 9. Basic concepts of Information Retrieval Systems

主要内容:

信息检索与信息检索系统的概念及其含义, 信息检索系统的目的、功能、构成、以及信息检索系统分类, 信息检索系统的设计步骤等。

阅读材料:

G. G. Ghowdhury (1999). Chapter 1, In: *Introduction to Modern Information Retrieval*, pp1-11, Library Association Publishing, London.

思考题:

1. What does an information retrieval system inform the user according to Lancaster?
2. What are the major areas that constitute an information retrieval system?
3. With various sources of information on the one hand and users' requirements on the other, what does an information retrieval system have to do?
4. What are the major subsystems of an information system according to Lancaster in the chapter?

Chapter 10. Records and Database Management

主要内容:

什么是档案管理和数据库管理? 维护档案的重要性, 档案的维护方法, 档案的分级, 企业档案的生命周期。

阅读材料:

Jeffrey R. Jr. Stewart, Judith Scharle Green & Judith A. Hickey (1989). *Records and Database Management*, 4th Edition, MacGraw-Hill Publishing Company.

思考题:

1. What are records and database management?
2. Why are records so vital to an organization or company?
3. What are the basic methods of maintaining records? How are records filed in manual maintaining systems?
4. How is information stored in database management system?
5. Who makes the decision in a company as to what records are to be destroyed and when?

Chapter 11. Database and Database Management

主要内容:

数据库的内涵，数据库的模型，数据库用户，数据库分类，数据库的自我定义。

阅读材料:

Patrick O' Neil (1998). *Database: Principles and Programming and Performance*, Morgan Kaufmann publisher, Inc.

思考题:

1. What does “a database is self-defining” mean?
2. Why self-defining characteristic of a database is important?
3. What does it mean by the standard hierarchy of data?
4. What decides the degree of database detail?

Chapter 12. Network Management: Goals, Organization, and Functions

主要内容:

什么是网络管理，网络管理的目的，网络供给，网络运行与网络运行中心(NOC)，网络安装与维护。

阅读材料:

Mani Sabramanian (2000). Chapter 1, In: *Network Management: Principles and Practice*, Addison-Wesley.

思考题:

1. What is network management? What is the goal of network management? What does network management involve from a business administration point of view?
2. What are the functions of network management? What are the functions of network management center (NOC)?
3. How many network system and tools are necessary for NOC? Operations? Which tool is used to detect service failure? What kind of tool is used to track problems in the network? What kind of tool is used to tune the network for optimum performance?
4. What is the difference between network management and system management?

Chapter 13. How to Manage Computer-Generated Information?

主要内容:

什么是机构的关键资源，数据处理系统的功能，管理新系统要素，什么是决策支持系统，系统分析师的主要作用。

阅读材料:

Kenneth E. Kendall & Julie E. Kendall (1992). Chapter 1, Assuming the role of the systems analyst, In: *Systems Analysis and Design*, 2nd Edition, Prentice Hall, Inc.

思考题:

1. What are the key resources of an organization mentioned in the Chapter?
2. What is the function of data-processing systems?
3. What are required by a management information system?

4. In order to improve organizational processes, the systems analysis systematically assess the functioning of businesses. How do they achieve that?

5. What are the primary roles of the systems analyst according to the Chapter?

Chapter 14. Information Science in Context

主要内容:

信息科学涉及的范围和现状, 信息概念的含义, 信息科学的含义。

阅读材料:

Johan Olaisen, Erland Munch-Peterson & Patrick Wilson (1996).

Information Science: From the Development of the Discipline to Social Interaction, Scandinavia university Press, Oslo.

思考题:

1. What issues does Belkin's statement imply about the study of information science?
2. Among the five areas raised by Belkin, what is the focus of the area of the idea of desired information?
3. At the linguistic level of communication, what are the forms of potential data or information?
4. In a broad sense, where does information interaction occur?

Chapter 15. Communication Science

主要内容:

什么是传播学, 传播学理论与模型, 传播学原理, 传播学研究的内容, 等等。

阅读材料:

Allen Kent & Harold Lancour (1977). *Encyclopedia of Library and Information Science*, Vol 5. Marcel Dekker, Inc. NY.

思考题:

1. What is the basis for the cybernetic model of the communication process?

2. What are the major approaches that library should adopt in studying key problems?
3. Why has communication science had encounter major changes both in technology and in the social bases of symbol production and use?
4. What is the difference between linear and cybernetic communication?

Chapter 16. 总结与复习

回顾和总结全部课程内容，回答同学提问。

课程表

周次	授课主题	备注
1	What is information?	3 课时
2	What is information management?	3 课时
3	The information professional	3 课时
4	Classification on Library System	3 课时
5	Abstracts and Abstracting	3 课时
6	Indexing and Vocabulary Control	3 课时
7	Information Acquisition and Recording	3 课时
8	Information Analysis and Storage	3 课时
9	Basic concepts of Information Retrieval Systems	3 课时
10	Records and Database Management	3 课时
11	Database and Database Management	3 课时
12	Network Management: Goals, Organization, and Functions	3 课时
13	How to Manage Computer-Generated Information?	3 课时
14	Information Science in Context	3 课时
15	Communication Science	3 课时
16	Summary and review, Q&A	3 课时

五、参考文献及相关资料

Anthony Debons, Esther Horne & Scott Cronenweth (1998). *Information Science: An Integrated View*, G.K. Hall & Co.

Jennifer Rowley (1988). Towards a framework for information management, *International Journal of Information Management*, 18 (5): 359-369.

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Allen Kent & Harold Lancour (1977). *Encyclopedia of Library and Information Science*, Vol 5. Marcel Dekker, Inc. NY.

六、课程教学网站

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